

Job Description

Job Title	Admin Assistant
Grade	2020 Scale 4
Reports to	Headteacher
Liaison with	School Staff
Job Purpose	To provide effective and efficient administrative support to the school. Working as part of a team to carry out the duties listed below, with attendance, finance and admissions related responsibilities.
Duties	<ul style="list-style-type: none"> To administer first aid to pupils as required, in keeping with the school's policy, and order first aid supplies as necessary To liaise with parents regarding pupils' sickness/injury To assist with visits from the nurse To assist with the general welfare of pupils Be responsible for First Aid/Medical Room and replenishment/upkeep of medicines and all first aid kits throughout school including mobile kits for MDAs and those used for school trips.
Welfare	
Reception	
Clerical	<ul style="list-style-type: none"> To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitors' book To accept and sign for deliveries as appropriate Ensuring safeguarding and confidentiality rules at all times. To draft and send correspondence to parents, as required To send and receive pupil files as necessary, via MIS system and manually To be responsible for the preparation and maintenance of the manual and computerised pupil data records (using Arbor), including attendance/health/SEN details To produce daily meal reports for the kitchen using Parent Pay. To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier To produce the weekly newsletter To be responsible for the sorting and distributing of incoming post and the sending of outgoing post To action website updates and maintenance as required To assist with the monitoring and maintenance of stock and order supplies as necessary To provide administration of school visits in liaison with the teaching staff To provide general clerical support as required To undertake the completion of any returns that may be required by the LEA, DfES etc, including CENSUS Action pupil admissions and deletions as required

Attendance	<ul style="list-style-type: none"> • To undertake all duties relating to pupil punctuality, attendance and general records, including Leave of Absence requests. • To operate, maintain and ensure accuracy of appropriate databases and spreadsheets, as required. • To ensure the production of reports, letters and documents as required for attendance including data and analysis for the SLT.
Finance	<ul style="list-style-type: none"> • To monitor payments for School Dinners, Trips, Clubs, and Music in line with the school's debt policy • To prepare monies for banking (e.g. cash collections, cash payments for charities etc) • To assist with financial administration such as placing orders, collecting monies, issuing receipts etc as required • To carry out all financial administration in accordance with appropriate LA and school financial regulations and policies
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare and behaviour of pupils • To be aware of and comply with Data Protection legislation • Attend relevant training and take responsibility for own development • To respect confidentiality at all times • To attend relevant training and meetings as required. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</p>

PERSON SPECIFICATION
ADMIN ASSISTANT – PRIMARY

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of personnel administrative work in a busy school environment Experience of Premises administration Educated to NVQ Level 3 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write letters and produce reports
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team
	Time Management	Ability to manage own time effectively

	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance